

## 2011 Major Incident Study

January 1, 2011 – December 31, 2011

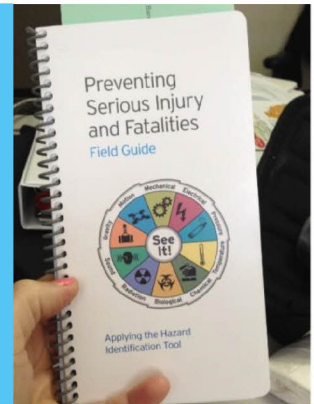


Communications Package  
May 2012

## Richmond Refinery

Incident and Injury Free

2012 Q3 Proactive Event  
Instructions



Manager and Supervisor Cascading Action Plan  
Chevron and Contract Partners  
8/1/2012

**Please read all instructions for the August Safety Topic of the Month - Major Incident Study review and introduction to the *Field Guide for Preventing Serious Injury and Fatalities*. To make this event more effective, please review the instructions below in order to prepare for your discussion topic.**

**Expectation**, Managers and Supervisors will review and verify for understanding the intent of the Safety Topic of the Month, including:

- A. Understand the purpose of the Safety Topic of the Month – to prevent Major Incidents, Serious Injury and Fatalities.
- B. Be familiar with the Root Causes of the MIS incidents and how they relate to our work practices at Richmond.
- C. Be familiar with MIS Recommendations and how we can apply them at our work site.
- D. Lead a work group discussion which integrates serious LPS Bulletins and the *Field Guide*.

**Company Reps/ Contract Owners** – Please verify that your Contract Partner Managers and Supervisors have a plan for implementation with their workers, or if contract partners will be integrated with Chevron meetings.

### Steps:

1. Pick up your Supervisor bag at Admin 101G, *Available August 6*.
2. Review the STOTM materials.
3. Plan for and have all of your direct reports attend the meeting – in some cases contract partners will receive their own training. Also have a plan to ensure that everyone receives the information if they are not able to attend.
4. Chevron Contract Owners: Please pick up your Contract Company bags—labeled and located at Admin 101G—and lead the Safety Topic of the Month with your Contract Companies. Or, ensure that people from that company receive the training via their specific work group. For example, if they are assigned to Capital Projects, persons will attend a Capital Projects Safety Meeting.
5. Lead and complete the STOTM discussion.

### Resources needed

- [Safety Topic of the Month - August](#)
- *Preventing Serious Injury and Fatalities Field Guide*- available at Admin 101G starting August 6, 2012

Thank you for your time and commitment given to this project, Richmond Refinery IIF Leadership Team

Please direct any questions to [Meaghan Horton](#) or [Carrie Medved](#)